



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

Employee Requisition

PO BOX 580  
 OKMULGEE, OK 74447  
 Telephone (918) 732-7827  
 Toll-Free (800) 482-1979  
 Fax (918) 756-2284

Submitted Date 06/28/2016	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>PROPERTY MAINTENANCE WORKER</b>			
Pay Grade SG 8	Salary Range \$25,168-32,822	Classification Full Time	
Department: CHILD CARE	Location: Okmulgee	Location Code: 98	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**  
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	Under the direction of the Office of Child Care Director, the Property Maintenance Worker is responsible for maintaining and upgrading various properties and facilities used for the Office of Child Care programs and activities.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. Provide general building maintenance and lawn care.</li> <li>2. Wax center floors and shampoo classroom rugs as needed.</li> <li>3. Operates and maintains various gas powered equipment including tribal vehicles, mowers, tractors, and weed eaters.</li> <li>4. Repairs, services, and maintains equipment and tools.</li> <li>5. General carpentry, plumbing, and electrical maintenance and repairs.</li> <li>6. Assembles and installs various items of equipment including, but not limited to, playground equipment, furniture and appliances.</li> <li>7. Picks up and delivers equipment and supplies to various centers and facilities.</li> <li>8. Performs other duties as assigned.</li> <li>9. Operates, cleans, maintains and services tribal vehicles, for the Office of Child Care.</li> <li>10. Safely operates a Tribal vehicle and complies with regulations governing vehicle use.</li> <li>11. Maintain confidentiality of all Office of Child Care clients and personnel.</li> </ol>
Minimum Requirements:	High School Diploma or G.E.D. with 2 years related experience. Demonstrated knowledge skills and experience of building carpentry, electrical, plumbing, lawn maintenance and equipment. Must pass drug testing.
Preferred Requirements:	Associates Degree or certificate from an accredited technical school in the area of facility maintenance.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	



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#### Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

#### Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.  
☐ Physical Exam Required

#### Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles ☐ Outside weather conditions ☐ Toxic or caustic chemicals  
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

#### Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

#### Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.



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